

TELEPHONE HEARING INSTRUCTIONS

IMPORTANT INFORMATION: PLEASE READ IMMEDIATELY

If you require reasonable accommodation of a disability to participate in the hearing, please call the appeals division number at the top of your hearing notice.

Step 1: Register your appearance before the hearing

- Go to <https://ct.c2tinc.com/register/>, no later than 15 minutes prior to the hearing time. You will need the case number located on your hearing notice. **Add zeros as needed at the beginning of the case number to enter a 6 digit/2 letter/2 digit case number and do not use a dash “-“ between the numbers.** (Example: enter Case No. 123-AA-20 as 000123AA20).
- Enter your name and the telephone number the Referee should use to call you on the day of the hearing. Enter the names and numbers of any witnesses or representatives (if you have any) who will participate in the hearing.
- If you are unable to register online, call the appeals division 15 minutes before your hearing time, Eastern Standard Time, on the day of the hearing to register. Call 860-754-5020 if your hearing is scheduled in Middletown, and call 866-291-3921 if your hearing is scheduled in Waterbury.

IF YOU DO NOT REGISTER, YOU WILL LIKELY LOSE THE CASE.

Step 2: Send in your documents before the hearing

- FAX any written materials you want the Referee to consider to 860-754-5059 (if scheduled in Middletown) or 203-437-3440 (if scheduled in Waterbury). Documents should be received no later than 24 hours prior to the hearing.
- If you are not able to fax, you may send documents to the Appeals Division office address on the hearing notice. Documents should be received no later than 24 hours prior to the hearing.
- Send copies of the documents to the other parties involved in the case. Their names and addresses will appear on the hearing notice.

Step 3: Be prepared when the Referee calls on the day of the hearing

- Choose a quiet place with no distractions. You cannot participate in the hearing while driving.
- Have any paperwork you may need to consult on hand.
- Answer the phone when the Referee calls to start the hearing.

***IF YOU DO NOT ANSWER WHEN THE REFEREE CALLS,
YOU WILL LIKELY LOSE THE CASE.***